

## **PC 1000 Education Track Deferred Entry of Judgement Program Guidelines and Participant Standards**

### **Program Funding**

The PC 1000 Education Track shall be entirely funded by client fees based on a fee policy and schedule established by the COR; the fee may be adjusted by the COR, based on operational need. No funds from any other SUD Expenditure Contract shall be used in support of this program component/service, unless indicated by the COR.

### **Revenue**

All revenue from the PC 1000 Education Track shall be deposited in a separate account.

### **Surplus Funds**

All surplus funds generated by the PC 1000 Education Track, defined as the difference between revenues and operating expenses for each contract year, shall be used in direct support of the program and accounted for at the end of each fiscal year. This information shall be submitted to the COR in writing with the fourth quarter financial report. Providers may use surplus funds to establish a Contingency Reserve equal to a maximum of 1/12th of the program's annual operating expense. This reserve shall carry over to each consecutive fiscal year unless a request is submitted to the COR, in writing, to use any or the entire fund in support of the program. Any interest accruing to the Contingency Reserve shall be accounted for, as "Other Program Revenue", in the required quarterly financial reports.

### **Staff Requirements**

All persons conducting education sessions, individual sessions, substance use disorder assessments and drug testing in the PC 1000 Education Track program shall abide by the requirements specified in the California Alcohol and other Drug Counseling Standards. Educational counseling staff shall be trained on utilizing the approved education curriculum. Program shall provide a program orientation including policies and procedures, duties and responsibilities, relevant section of the California Penal Code that pertains to this program and these Standards to all employees assigned to the PC 1000 Education Track. Each employee file shall contain signed confirmation that orientation was provided.

### **Orientation and Enrollment**

Program shall enroll only those individuals referred to their program and site or have been issued a referral to attend PC 1000 Education Track DEJ by another California county. Participants shall be enrolled no later than 14 days past the date specified on the referral form. Orientation shall explain:

- Requirements for successful program completion
- Program rules, requirements and regulations
- Fees and payment schedules, including extended payments
- Abstinence policy
- Urinalysis drug testing
- Confidentiality issues and release forms
- Grounds for dismissal
- Grievance process

Program shall enroll a participant by completing the following requirements:

- Intake forms
- Completion of signed confidentiality releases as needed
- Completion of all required data information

- Contract which shall list the services to be provided, program fees, payment schedule, attendance requirements, drug testing, program rules and regulations, confidentiality expectations, and grounds for dismissal and referral back to Court
- Program shall explain the contract which shall be dated and signed by staff and participant
- Written schedule, including day, date and time of program activities
- Baseline drug test

### **Individual Counseling**

Program shall provide a minimum of 2 individual counseling sessions (30 minutes) for each participant. The first session shall be scheduled within 14 days from enrollment and shall include a substance use disorder assessment using the approved instrument. Session should also address:

- Review orientation
- Program schedule
- Identify barriers to completing the program requirements
- Exit conference shall be scheduled as the final program service and shall include:
  - Discussion of program experience
  - Relapse prevention planning
  - Issuance of a Certificate of Completion
  - Exit conference shall not be scheduled until all program services are completed and all fees paid

Whenever possible, each individual counseling session shall be conducted by the same counselor for the duration of the participant's program. The counselor shall document, in each participant's record, the date and length of each face-to-face session and the issues discussed. An additional face to face session may be conducted if needed at no additional cost to the participant at their request.

### **Educational Sessions**

The program shall schedule and provide 10 2-hour and 10-minute educational sessions (20 hours total) scheduled once per week for (10) consecutive weeks. Each education session shall consist of:

- 90 minutes of educational activities
- 10 minutes break
- 30 minutes educational group discussion on the topic
- Individual completion of educational summary for each session

All programs shall utilize the approved curriculum that includes, but is not limited to the following educational topics:

- Understanding use and addiction
- Risk of legal issues and physical health
- Risk to family and employment
- Substance use disorder relapse warning signs and triggers
- Recovery skills including anger management and communication skills
- Recovery planning, relapse prevention, and abstinence
- Rewards of recovery

Program shall develop lesson plans for each educational session that includes:

- Goals and objectives
- Outline of the information to be covered

- Handouts, audiovisual aids, and/or guest speakers

Educational sessions shall be scheduled to reasonably accommodate day/evening participant needs. Each education session shall be limited to no more than 30 program participants. Participants shall complete a questionnaire on each education session.

### **Self-Help Meetings**

Self-help meetings are voluntary groups organized to support one another and celebrate recovery from substance use. Program shall monitor attendance of a minimum of 10 self-help meetings at the rate of 1 per week for 10 weeks. Participants shall provide evidence of meeting attendance by using the program self-help signature slip. Program shall provide the County self-help List of available self-help meeting group contacts to participants. If participant becomes behind in self-help attendance, they may make them up at the rate of one meeting per day until current.

### **Drug Testing**

Program shall provide urinalysis drug testing utilizing approved County vendor. Collection shall be observed; therefore, both male and female staff shall be available. Urinalysis shall be a full panel drug screen. Program shall develop and implement a protocol for observed collection, testing, confirming, documenting, and reporting participant drug test results and shall submit the protocol to the COR for approval. Protocol shall protect against the falsification and/or contamination of any urine samples.

Baseline test shall be administered at program admittance. Baseline drug test may show a positive result and the participant shall not be dismissed. If the baseline was positive for marijuana, subsequent drug tests shall reflect a marked decrease in THC levels. Subsequent drug tests shall be random. If the THC level remains steady or increases, this shall be considered a positive drug test for marijuana and the participant shall be released from education track and referred to treatment track. Notification shall be provided to the Court using the County of San Diego PC 1000 Pre-Trial Diversion Program Participant Status Report.

### **Referral to Ancillary Services**

Program shall refer participants to ancillary services such as withdrawal management, mental or physical health agencies, family counseling, and residential treatment/recovery services based on assessed need. Referral shall be voluntary.

### **Program Fees**

Program shall charge only those program fees established and approved by the COR. Standard fee/payment schedule shall be applied. See PC 1000 Education Track Program Fee document.

### **Refunds**

At the time of transfer or program dismissal of a participant, program shall calculate the value of services provided, based on the cost per unit of service, and compare that total to the fees paid to date by the participant. Any fees paid more than the value of services provided shall be refunded to the participant within 60 days of the date of program dismissal or within 14 days from the date of transfer.

### **Participant Records**

Program shall establish a participant case file to include all relevant material and documentation for each participant. Participant files shall be retained for a minimum of 48 months from the date of the last program activity. A summary of all program services,

absences, fees charges and & fees paid shall be reflected in each participant file. At minimum, the participant case file shall contain:

- Court referral form
- Participant assessment
- Intake form
- Release(s) of confidentiality
- Participant contract
- Rules and regulations
- Record of attendance at program services and self-help groups
- Referrals to support services
- Face-to-face contacts with staff
- Drug test results
- Fee collection status
- Exit plan
- County of San Diego PC 1000 Pre-Trial Diversion Program Participant Status Report submitted to the Court

### **Participant Standards**

The PC 1000 Education Track is an abstinence-based program. All program participants shall totally abstain from the use of alcohol or other drugs for the duration of the program. Participants not complying with this policy shall be returned to Court and referred to the treatment track. The criteria for successful program completion include:

- 3 months/12 weeks active participation in the program
- Completion of all required program services
- Payment of all assessed fees

### **Leave of Absence (LOA)**

Participants may request a leave of absence (LOA) whenever they are unable to attend any two consecutively scheduled program activities. To request a LOA, the participant shall submit a written request including the following information:

- The name of the participant
- The reason for requesting the LOA
- The beginning and end dates for the LOA

Program shall require the participant to request prior approval unless participant is unable to due to circumstances beyond their control. When participant requests retroactive approval, the written request shall document the circumstances that prevented the participant from requesting prior approval. Participants are allowed a total of 4 absences during the duration of the program and a 5<sup>th</sup> absence will result in dismissal and referral back to Court. Program shall require each participant to make up all absences. Time on LOA shall not count toward the minimum 3 months (12 weeks) required participation.

### **Inter-Program Transfer**

A participant transferring to another PC 1000 Education Track in the County shall report to the receiving program within 28 days of cessation of services by the sending program. Notification of transfer shall be provided to the Court by the sending program using the County of San Diego PC 1000 Pre-Trial Diversion Program Participant Status Report. The receiving program shall notify the sending program and the Court of the participant's enrollment or non-enrollment.

### **Unsatisfactory Participation and PC 1000 Track Dismissal**

Thresholds for unsatisfactory participation may include the following:

- Failure to comply with program rules and regulations
- Positive drug test, failure to submit to a drug test or coming to program under the influence of alcohol or other drugs
- Exceeding 5 absences
- Failure to maintain contact with the program for 28 or more consecutive days
- Failure to contact receiving program within 28 days of transfer
- Participant is physically or verbally abusive or threatening to program staff or other program participants. Program may refuse to reinstate a participant dismissed on this basis; a statement to that effect shall be included in the dismissal notice to the Court.

Unsatisfactory participation should be reported to the Court. The participant may be dismissed from the Education Track, but not the PC 1000 program. Clinical assessments should inform recommendation to dismiss clients, alternative refer to treatment, or change the level of care. Recommendation for dismissal or alternative referrals should be reported on the Participant status update form and returned to the Court.

### **Participant Grievance Process**

Program shall develop a process and procedure to address participant grievances. The plan must outline the steps for filing a grievance and the time frame required for a response.